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FILED *Reports*
RETURN TO *Weekly*
RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

SUBJECT: **Weekly** Report of Operations for the period ending
28 May 1953

Office of Chief	0	21
Rcds. Mgt. Section	2	12
Rcds. Center Section	2	2
Mail Control Section	<u>1</u>	<u>38</u>
	5	53

6. New applicants interviewed 1. Recruited by Personnel -.
Recruited by this office 1.

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B. Administration and Problems:

Records Management Section - A records control schedule for the Fiscal and Budget activities has been completed and submitted for the approval of the Comptroller's Office.

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At the request of [] we have begun the installation of the new filing system in the office of the DD(A). Our original recommendation proposed the elimination of this as a separate file. However, our efforts will not be wasted if the recommendations are adopted, as this file can simply be transferred to and consolidated with the file to be maintained by the Executive Registry.

Upon the request of [] Area Records Officer for ORR, a letter was written to the Department of State requesting a six months loan from National Archives of the records of the War Production Mission to China. A letter has been received from the Department of State disapproving our request. However, in view of the extensive use that it appears could be made of the records in question, further efforts will be made to obtain the loan.

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Discussions were held with persons responsible for handling Vital Materials in the Offices of I & S, ORR, OCD, OSI and the Comptroller. These discussions were held to review listings of Vital Materials submitted to this office in 1951 and to recommend any necessary changes. The responsible person in each of the above offices has agreed to discuss the matter with the division heads and will inform this office of the revisions decided upon.

Mail Control Section - On Thursday, 21 May, the Printing and Reproduction Division released a panel truck which has been returned to the Motor Pool. This completes the accomplishment of all the recommendations made in connection with our recent survey of the Reproduction delivery service.

Initial arrangements have been made regarding the establishment of courier service to and from the [] Beginning 1 June, two trips per day will be scheduled.

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No trips were made to the homes of the Director and the Deputy Directors.

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 APPENDIX B
 Week ending 28 May 1953

	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images filmed - Rotary Camera	6,414	21,300
Flat-bed Camera	-	13,000
2. Records Center - (all figures in cubic feet)		
Records received for processing and storage	33	-
References to record material	126	220
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	744	549
Intelligence Reports	45	63
b. Supplemental Distribution:		
Information Reports	193	229
Intelligence Reports	213	160
Notices	12	54
Regulations	185	145
Others	15	5
c. Initial Distribution:		
Notices	1	3.8
Regulations	0	1.8
Others	0	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	4,728	5,150
Outgoing	11,124	6,550
b. Postage expended	\$1,063.90	\$775.00
c. Scheduled Courier trips	240	240
d. Special Courier trips	47	33.4
e. Inter-agency mail by Courier		
Incoming	971	770
Outgoing	1,533	1,275
f. Personnel actions:		
Recruitments	0	-
Separations	1	-
g. Use of Motor Pool Vehicles		
Available	6	-
Available but delayed	3	-
Not available	2	-

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